Data Analyst

$61,522 - $73,841
(Non-Union Full Time Temporary 12 Month Contract)

In 2008, the Toronto District School Board (TDSB) established the Toronto Lands Corporation (TLC) to be its independent arm's length real estate agency. Authorized by a Shareholder's Direction, the TDSB recently expanded TLC's mandate to include Board-wide real-estate, land use planning, asset management and leasing, fostering partnerships, integrating community hubs/services through the redevelopment of school sites or the modernization of schools. With approximately 600 properties in TDSB's inventory, TLC now manages one of the largest public asset portfolios located in Ontario's most dynamic and development impacted cities. Through the initialization and alignment of its cross functional senior management team, TLC will effectively respond to its expanded mandate while maximizing opportunities and benefits to the TDSB, its students and the communities served.

Reporting to the Manager, Asset Management & Leasing, this position will have responsibility for providing expertise and responsibility in negotiating and managing leases, shared-use agreements and various real estate related agreements. Property management of leased sites including preparation of financial statements is a major component on this position. As part of a team, Senior Leasing Officer will be responsible for relying on best practices, established policies, procedures, guidelines and protocols and guided by the Corporation's overall objectives. With a strong leasing and property management background combined with education and experience, the Senior Leasing Officer will work collaboratively with the TLC team, key TDSB departments, community groups, external consultants and the general public to effectively manage leasing and property management requirements for the TDSB asset portfolio.

Role Accountabilities:

- Manage the collection, storage and reporting of electronic data involved in land use planning, real estate and leasing information systems;
- Ensure efficient storage and easy accessibility to data for internal and external users;
- Understand business needs to continually develop and improve information systems and develop frameworks for data collection, conversion and aggregation of datasets;
- Respond in a timely manner to requests for information and inquiries from staff;
- Manage special research projects involving custom queries and reports generated from information systems particularly involving Baragar Systems;
- Provide support to advance TLC's Strategic Plan and Annual Plan through historical data analysis, environmental scans, forecasting, trend analysis and develop new analytical tools to advance TLC's objectives;
- Work closely with CEO, and the Leadership Team to develop data strategies supported by data modelling;
- Conduct research, undertake quantitative and qualitative analysis, interpret outcomes and provide advice to the Leadership Team as requested/required;
- Collaborate with TLC's Leadership team to streamline the organization's data information systems through the development of databases or assisting in evaluation of external software alternatives.

Job Requirements:

- Post-secondary degree in Information Technology, Computer Science, Urban Planning, Geography, Mathematics, Engineering or a related discipline.
- Minimum 3 years of directly related work experience in data analysis
- Experience with Baragar Systems an asset, training will otherwise be provided;
- Understanding of Web-GIS Architecture and experience in GIS Applications an asset;
- Demonstrated analytical and problem-solving ability and a track record of producing results that support data driven business decisions;
- Ability to develop informative graphics and presentations;
- Demonstrated strong technical ability and a keen interest in new and emerging technology;
- Demonstrated ability to troubleshoot, and problem solve with technical skills and initiative, that easily adapts to changing priorities;
- Good planning, time management, and communication skills, including documentation and report writing
- Must work well individually and within a team environment (virtual)

Special Requirements:
1. TDSB security clearance required.
2. Willingness and availability to work overtime.
3. Valid Class G Driver's License and access to a vehicle for TLC business, travel across the TDSB will be required.

Location:
This position will be located at 60 St. Clair Ave. East, Suite 201(wheelchair accessible)

How to Apply:
Please send your resume and covering letter in confidence via email:
torontolandscorporationcareers.tlc@tdsb.on.ca

Application Deadline: September 8, 2020.

Include the title of the position you are applying for and what platform you found the position on in the subject line.

Only applicants selected for an interview will be contacted.
Applications will not be acknowledged in writing.

Following the advice of Canadian health authorities, to mitigate the risk of potential spread of COVID-19 and support social distancing, initial interviews will be conducted via video conferencing.

We strive to meet the accommodation needs of persons with disabilities.
Applicants are encouraged to make their needs for accommodation known in advance during the application process.

Thank you for your interest.